

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number TRA-020
	Subject Training Request – Outside Agencies	
	Special Instructions Replaces TRA-020 dated March 1, 2015	Effective Date July 6, 2018

I. **PURPOSE**

Establish guidelines for outside agencies to request the use/assistance of certified Department instructors.

II. **POLICY**

The Department will provide qualified instructors to deliver training to another agency's personnel, with certain limitations, upon the agency's request.

III. **PROCEDURE**

A. Requests for Instructors/Training.

1. Basic Academies:

a. Requests for instructors to teach in basic academies, e.g. Indiana University Police Academy (IUPA), Indiana Law Enforcement Academy (ILEA), Northwest Indiana Law Enforcement Academy (NILEA), etc., shall be submitted in writing by the respective academy to the Commander of the Training Division.

b. The request shall include the type of training to be presented and the dates and times of the training.

2. Other Agencies:

a. Requests for instructors to teach for other agencies, e.g., other police departments, shall be submitted in writing to the Commander of the Training Division by the respective agency.

b. Requests shall include the type of training to be presented, the number of employees to be trained, tentative date(s) and time(s), location of the training and the type of audio-visual equipment available (e.g., computers, video projectors, DVD players, etc.).

c. If the requested training is about a "use of force" topic, the requesting agency shall submit its use of force written policy with its letter of request.

B. Training Division Responsibilities:

1. The Commander of the Training Division shall:

- a. Review requests for instructors/training and consider the Department's potential liability if Department instructors present the training.
 - b. Consult with the Superintendent, as necessary, on all requests for use of force training, e.g., firearms, control tactics, baton, chemical agents and Conducted Electrical Weapons (CEW). Consultation with the Superintendent is not required if a "use of force" training program will be taught in a basic academy using its curriculum and is taught under its authority.
 - c. Approve or deny a request.
2. Upon approval of a request, the Training Division shall:
 - a. Identify an instructor to present the training,
 - b. Assign the instructor to conduct the training with the approval of the instructor's commander and,
 - c. Provide a written response to the requesting agency indicating approval and identifying who the instructor will be.
 3. Upon denial of a request, the Training Division shall provide a written response to the requesting agency explaining why the request was denied.

C. Reporting.

1. The Training Division shall prepare a report showing the agencies to which training was provided and the total number of hours of instruction provided for the calendar year; and
 2. Submit the report annually to the Assistant Chief/Staff Operations by March 31st of the following calendar year.
- D. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.